

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

In City Council

ORDINANCE

An Ordinance creating six (6) new positions and establishing the salaries in various departments.

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The City Council, by virtue of the Massachusetts General Laws, Chapter 43, §105, has the authority to create and/or delete positions.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LOWELL, as follows:

The Code of Ordinances City of Lowell, Massachusetts, hereinafter called the "Code" adopted by the City Council on December 23, 2008, as amended, is hereby further amended as follows:

1. The following position and salary is created in the Law Department:

One (1) First Assistant City Solicitor (Operations)  
Ordinance, Non-Union  
\$103,293.32 (min) to \$121,326.92 (max) annual  
35 hours per week, plus nights and weekends  
as required by caseload or other factors

2. The following position and salary is created in the Police Department:

One (1) Deputy Superintendent of Police  
Ordinance, Non-Union  
\$121,656.60 (min) to \$142,935 (max) annually (*does not include Quinn Bill*)  
35 hours per week, plus nights and weekends  
as required

3. The following position and salary is created in the Department of Public Works:

One (1) Safety Officer/Recycling Coordinator (a/k/a Solid Waste Manager)  
Ordinance; Non-Union  
\$87,730.76 (min) to \$103,010.96 (max) annual  
35 hours per week

4. The following position and salary is created in the Department of Public Works:

One (1) Sustainability Director  
Ordinance; Non-Union  
\$103,293.32 (min) to \$121,326.92 (max) annual  
35 hours per week

5. The following position and salary is created in the Department of Health and Human Services:

One (1) Social Worker – HHS  
Ordinance; Non-Union  
\$62,288 (min) to \$67,120 (max)  
35 hours per week at modified City Hall Schedule;  
some nights and weekends may be required  
Position is contingent on availability of grant funding

The above position and salary created by this Ordinance shall be filled only when the necessary funds for said position have been appropriated and said position and salary shall be eliminated when said funds are no longer available.

6. The following position and salary is created in the Parking Department:

One (1) Office Assistant  
Ordinance; Non-Union  
\$45,470.88 (min) to \$53,281.80 (max) annual  
35 hours per week

All provisions of the Code of the City of Lowell, as amended, which are not inconsistent with this Ordinance shall continue in effect, but all provisions of said Code inconsistent herewith are repealed.

This Ordinance shall take effect upon its passage in accordance with the provisions of Chapter 43 and 40A of the General Laws of the Commonwealth of Massachusetts.

APPROVED AS TO FORM:

Corey Williams  
City Solicitor

**City of Lowell**  
***Job Posting – Date -***  
***Deadline –Date***  
**Law Department**  
**First Assistant City Solicitor (Operations)**

Job Title: *First Assistant City Solicitor (Operations)*  
Department: Law  
Reports To: City Solicitor  
FLSA Status: Exempt  
Salary:  
Status: *Full-time position 35 hours per week, plus nights  
and weekends as required by caseload or other factors.*

**SUMMARY**

Under the direction of the City Solicitor, and working collaboratively with the other First Assistant City Solicitor, assists in the performance of the duties of his/her office and shall perform such other duties as assigned. He/she shall represent the city in all proceedings before any court, administrative board, legislative committee and any such body, when so requested by the city solicitor. Conducts civil lawsuits, draws up legal documents, advises employees of the City as to legal rights, and practices other phases of municipal law by performing the following duties. He/she shall assist in the day to day operations of the Law Department, as directed by the City Solicitor, including case and staff management as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Under direction of the City Solicitor:

- Gathers evidence in civil and other cases to formulate defense or to initiate legal action.
- Conducts research, interviews clients, and witnesses and handles other details in preparation for trial, arbitration or other resolution alternatives.
- Prepares legal briefs, develops strategy, arguments and testimony in preparation for presentation of case. Files brief with court clerk.
- Represents City in court, and before quasi-judicial or administrative agencies of government.
- Interprets laws, rulings, and regulations for individuals, departments, council, committees and other City agencies.
- Confers with colleagues with specialty in area of lawsuit to establish and verify basis for legal proceedings. Drafts transfer of assets, gifts, contracts, collection letters and payment agreements, bonds, deeds, leases, obligations and other legal documents.
- Advises City Manager and/or City Council concerning transactions of city business involving employees, public buildings, officers and City relations with general public.
- Prepares business contracts, settles labor disputes, and administers other legal matters.
- Manages and assists employees of the law department in order to achieve maximum efficiency with daily operations

**SUPERVISORY RESPONSIBILITIES:** The First Assistant supervises the Law Department in the absence of the City Solicitor or whenever and to whatever degree requested.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

- Juris Doctorate Degree
- Attorney licensed to practice law in the courts of the Commonwealth of MA.
- Experience in municipal law (procurement, land-use, ethics, litigation, eminent domain, civil rights, labor relations, public health, taxation and the like) desired.
- Experience managing attorneys and legal staff desired.

**LANGUAGE SKILLS**

- Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, administrative agencies, court and/or City Council.

**REASONING ABILITY**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Driver's license required.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, and sit.. The employee is occasionally required to reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and color vision.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

**Qualified applicants may forward a resume and cover letter to Mary Callery, HR Director, Human Relations Office, City Hall, Room 19, Lowell, MA 01852, by Deadline \_\_\_\_\_. Applicants may also send resume and cover letter to fax 978-446-7102 or email to [cityjobs@lowellma.gov](mailto:cityjobs@lowellma.gov).**

# City of Lowell - Law Department

375 Merrimack Street, 3<sup>rd</sup> Floor • Lowell MA 01852-5909  
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Corey F. Williams  
*City Solicitor*

John J. McKenna  
Olivia Hart-Paulson  
*Assistant City Solicitors*

## MEMORANDUM

**TO:** Thomas A. Golden, Jr., City Manager

**FROM:** Corey Williams, City Solicitor

**DATE:** May 24, 2023

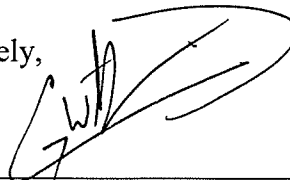
**SUBJECT:** Job Description – First Assistant City Solicitor (Operations)

Please see attached job description for First Assistant City Solicitor (Operations), a newly proposed position in the Law Department. This position will work under the direction of the City Solicitor and in collaboration with the current First Assistant City Solicitor. The goal is to have both First Assistant's work under the City Solicitor as "Deputy" Solicitor's.

While both First Assistant's will have many overlapping job functions, the distinction between them will be the "litigation" and "operational" function within the law department. The First Assistant City Solicitor will have a primary focus on matters of litigation, while the First Assistant City Solicitor (Operations) will have a primary focus on case management and staff administration.

Even though each Deputy Solicitor will have a different primary function, both will still be expected to perform *all* of the functions required of a First Assistant City Solicitor. The bifurcation of the First Assistant position is intended to maximize efficiency and increase productivity within the law department.

Sincerely,



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Corey F. Williams, City Solicitor

**City of Lowell**  
**Job Description**  
**Post Date: May 25, 2023**  
**Deadline: June 1, 2023**  
**Police Department**  
**Deputy Superintendent of Police**

**INTERNAL POSTING**

**Job Title:** Deputy Superintendent of Police (1100-DH01OFFG, 3486)  
**Department:** Police  
**Reports To:** Police Chief  
**Union:** Ordinance/Non-Union  
**FLSA Status:** Exempt  
**Salary:** \$121,656.60 (min) to \$142,935.00 (max) annually (*does not include Quinn Bill*); must be available for nights and weekends

*The Union and the City agree that the Deputy Superintendent positions will be selected from the members of the Lowell Police Superior Officers Union, at the rank of Captain. If at least three (3) Captains do not apply for the position of Deputy Superintendent, the appointing authority may open the position to the Lowell Police Superior Officers Union Lieutenants. If, after the position has been opened to Lowell Police Superior Officers Union Lieutenants, there remain less than three candidates, the appointing authority may open the position to Lowell Police Superior Officers Union Sergeants. The appointing authority will select the future Deputy Superintendents, with recommendation of the Superintendent of Police. (Lowell Superior Officers Association MOU July 1, 2015- June 30, 2018)*

**SUMMARY**

Performs administrative and technical law enforcement activities in assisting in the direction of activities of the Lowell Police Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Under general direction, carries out all duties assigned by the Chief of Police and assists in every phase of police work, according to and in conformance with the rules and regulations of the Lowell Police Department;
- responsible for the administration and supervision of the Department in the absence of the Police Chief;
- responsible for police operations, such as monitoring actions of officers during arrests to ensure adherence to appropriate arrest procedures and handling of evidence, determining whether arrests should be made;
- coordinating the activities of assigned units with other departments or organizations;
- coordinating the functioning of a unit, patrol squad, or shift with other departmental units or with outside agencies;

- coordinating staffing needs and enforcement activities with other supervisors and making recommendations to superior regarding deployment of personnel;
- providing guidance and direction on investigative techniques and the reporting requirements associated with serious crimes; alerting officers to the types of activities and incidents to look for while on patrol (e.g., prostitution, traffic offenses, gang activity, trouble spots, etc.);
- determining the appropriate course of action in response to serious incidents (such as fires and large gatherings);
- deciding the approach to use in responding to the public in addressing non-enforcement matters;
- performing related duties as required

### **SUPERVISORY RESPONSIBILITIES**

Manages subordinate supervisors who direct activities in Operational Services Bureau and/or Support Services Bureau, and other law enforcement functions. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Knowledge of U.S. and Massachusetts constitutional law, the Massachusetts general laws, federal, state and local rules and regulations, local ordinances and bylaws and important court decisions that pertain to the operation of a police department and govern police work; Knowledge of principles and practices of police administration and management; Knowledge of budgeting and fiscal control; Knowledge of the principles, practices and techniques of police supervision (including such areas of supervisory responsibility as planning, organizing, staffing, directing, controlling, etc.); Knowledge of appropriate police goals, objectives, methods, procedures, and techniques pertaining to major municipal police functions (e.g., patrol administration, traffic supervision, criminal investigation, crime prevention, juvenile programs and problems, community relations, etc.); Ability to confront problems, take charge, and assume responsibility; Ability to demonstrate administrative judgment; Ability to coordinate the efforts of others in accomplishing assigned objectives.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles



using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or federal, state agencies.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid driver's license, Firearm permit.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; outside weather conditions; extreme cold; and extreme heat. The noise level in the work environment is usually moderate.

*The City of Lowell is a smoke and drug free employer and requires a physical with drug screen, CORI post offer.*

**Qualified individuals should apply by the deadline of June 1, 2023 by sending application/resume with cover letter using the City of Lowell job opportunities online**

**portal**

**<https://selfservice885.tdr.tylerhosting.cloud/ess/employmentopportunities/default.aspx>**

**The City is committed to encouraging diversity and inclusion through equitable opportunities for all community members. The aim is for our workforce, including contractors, to be truly representative of all sections of society and our community, and for each team member to feel respected while fostering belonging.**

**EOE/AA/504 Employer**



Gregory C. Hudon  
*Superintendent*

Mark LeBlanc  
*Deputy Superintendent*

May 23, 2023

City Council  
City of Lowell  
375 Merrimack Street  
Lowell, MA 01852

Dear City Councilors,

The mission of the Lowell Police Department is to continue building and maintaining strong partnerships with the diverse communities of the City of Lowell. We strive to work with our community to reduce the incidence and fear of crime, and to ensure public safety. We will do this while working to improve the quality of life for the citizens of Lowell.

The Lowell Police Department's responsibilities have grown exponentially to meet the needs of the community over the years. We have implemented the CO-OP team and continue to support the team with a dedicated officer, added two Co-Response Clinician positions, increased the capacity of the School Resource Officer program, implemented a Youth Services program, expanded the Training Section, increased our capacity to partner with federal and state law enforcement partners, and increased responsibilities on reporting information to the Peace Officer Standards and Training (POST) Commission, just to name a few. Additionally, the technological advances in policing such as the Body Worn Camera program, Drone Program and increased use of video surveillance systems have added additional administrative responsibilities in the department. Furthermore, the LPD has several high risk/high liability areas such as Evidence Section, MIS, Cell Block, Criminal Investigations (Vice, Gang, Criminal, Taskforces), and 911 Communications all which require a higher level of supervision and oversight.

Due to the increases in programs and services being provided by the department, I have spent the first several weeks of my tenure analyzing the responsibilities of the Command Staff. Through this analysis, I have discovered that there is not an equitable distribution of responsibilities. An overburdened police command staff can pose several risks and challenges. These can include, but are not limited to: decreased effectiveness, increased stress and burnout, lack of attention to critical issues, reduced oversight and accountability, increased risk of errors and misjudgments, and strained interdepartmental collaboration. The men and women of the Lowell Police Department have been doing a tremendous job; however, we are currently operating under an obsolete organizational structure. We have grown and the landscape of policing has changed.

To better meet these challenges, I am requesting to add a third Deputy Superintendent. The addition of a third Deputy Superintendent would allow for an equitable distribution of responsibilities. The three Deputies would be responsible for the Operational Services Bureau, Administrative Services (formerly Support Services) Bureau and the Investigative Services Bureau. This would allow the Operational

Services Bureau to solely focus on patrol, the Investigative Services Bureau to solely focus on investigations, and will allow the newly formed Deputy to relieve the other two deputies of their administrative functions that divert them from patrol and investigations. When burdened with excessive administrative tasks, their attention and energy become divided, leading to reduced effectiveness in maintaining police services to the community.

Administrative duties are vital to the proper support the Operational and Investigative Services Bureaus. Adding a third deputy is the first step in allowing the police department to have more focused oversight on the high risk/high liability areas of the department and allow for a more efficient delivery of police services. Having three deputies for these functions will enhance coordination, efficiency, and specialized expertise within each area. It also allows for focused attention, strategic planning, and dedicated oversight of the criminal aspects of police operations.

By increasing the number of supervisory positions, this creates a pathway for more opportunities for officers from underrepresented groups to advance in their careers in the future. An Administrative Deputy would have more time to focus on diversity, recruitment and retention. This Deputy would also be able to focus on internal executive development. Having a diverse group of supervisors helps ensure that different perspectives and experiences are considered in decision-making processes. This can lead to more inclusive policies, strategies, and approaches that reflect the needs and concerns of the diverse communities served by the police department. Diverse supervisors can serve as role models and mentors for officers from underrepresented backgrounds. Seeing individuals from similar backgrounds in leadership positions can inspire and motivate officers, encouraging them to aspire to higher ranks within the department.

In conclusion, the Lowell Police Department remains steadfast in its commitment to fostering strong relationships with the diverse communities of our city. Our mission to reduce crime, ensure public safety, and improve the quality of life for all citizens is unwavering. To achieve these goals, we recognize the importance of embracing technological advancements in policing while prioritizing diversity, recruitment, and retention. However, it has become evident that our current command staff structure is overburdened and in need of adjustment to optimize efficiency and effectiveness. Therefore, we are requesting the addition of a third Deputy Superintendent to establish a more equitable distribution of responsibilities and alleviate the administrative burden on our existing deputies. This expansion will enhance coordination, specialization, and oversight, enabling us to better serve the community and address the high-risk areas within our department. Moreover, by creating more supervisory positions, we aim to provide greater opportunities for officers from underrepresented groups to advance in their careers, foster inclusivity, and inspire future generations within the force. Together, we will continue to evolve and adapt to meet the changing landscape of policing while ensuring that Lowell remains a safe and thriving community for all.

**City of Lowell**  
**Job Description**  
**Safety Officer/Recycling Coordinator**  
**Department of Public Works**

**Job Title:** *Safety Officer/Recycling Coordinator* (a/k/a Solid Waste Manager)  
(XXXX-XXXX, XXXX)  
**Department:** Department of Public Works  
**Reports To:** Commissioner of DPW; other designated personnel  
**Union:** Ordinance; Non-union  
**FLSA Status:** Exempt  
**Salary:** \$\$\$

**SUMMARY:** Reporting to the Commissioner of Public Works, the Safety Officer coordinates and monitors City-wide safety programs, including safety inspections, accident investigations, and safety training to maintain compliance with local, State and Federal laws. As a dual role, the Recycling Coordinator evaluates and implements the curbside solid waste, recycling and yard waste and household hazardous waste drop off programs; including but not limited to: budgeting, planning, material management, waste diversion activities, and social outreach and education.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** will include but are not limited to:

- Participates in the development and implementation of Town-wide safety programs such as defensive driving, lockout/tag-out, confined space entry, fire protection, and other OSHA safety compliance programs.
- Advises City Management regarding safety protocols and procedures to ensure regulatory compliance as mandated by local, State, and Federal agencies, including the Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), Nuclear Regulatory Commission (NRC), and the State Department of Labor.
- Is engaged with new employee onboarding regarding safety training pertinent to their role in the DPW.
- Conducts routine and follow-up safety and hazard inspections of Town facilities and job sites including site visit reports, recommends necessary safety improvements and action plans when necessary, ensures safety certification of all city playground.
- Responds to residents, school and municipal employee inquiries and issues
- Is a key stakeholder in the contract renewal process for all SW&R services
- Participates in formulating a budget for SW&R Office operations and contracts
- Maintains Inventory (&Change Orders) of curbside trash/recycling carts
- Manages the City's relationship and contract with the selected vendors
- Collects data related to the solid waste management programs and activities in the municipality, including recycling tonnage, disposal tonnage, solid waste management and other data as requested by the municipality and/or DEP.
- Evaluates the effectiveness of municipal recycling and waste reduction programs; presents recycle 'rate' and 'diversion' data.
- Conducts outreach and education to improve participation the municipality's recycling (HHW, composting, etc.) programs.
- Assists the community in applying for and meeting grant requirements.

- Manages SW&R Office grant funds.
- Develops new programs for residents, school and municipal buildings designed to increase recycling and waste diversion.
- Coordinates Volunteers, work study and interns for SW&R Office
- Provides regular communication of activities and status reports on new and existing municipal recycling efforts and programs, participates in regional, state or national recycling meetings and provides specified reports to the DPW Commissioner, Data Analyst, City Manager, City Council, and DEP Regional Staff as requested.
- Attends City Council, Neighborhood Special Events & Group Meetings as necessary.
- Maintains the recycling website and social media sites as necessary.
- Works with municipal committees and/or regional groups engaged in similar or related activities. The Coordinator will work closely with appropriate DEP regional staff in planning, outreach and provision of technical assistance.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform functions.

**SKILLS, KNOWLEDGE AND ABILITIES:**

- Skill in performing safety inspections ensuring compliance with OSHA and NFPA safety standards.
- Skill in developing safety procedures and protocols.
- Skill and ability to develop and deliver effective safety education and training programs that can include but not be limited to PowerPoint, Video conferences, and public speaking.
- Knowledge of Federal, State, and local safety regulations, protocols, and/or procedures.
- Ability to gather data, compile information, and prepare reports.
- Ability to develop, implement, and assist in the enforcement of safety programs and protocols.
- Ability to react calmly and effectively in emergency situations.
- Ability to investigate and analyze information and draw conclusions.
- Ability to communicate technical information to non-technical personnel.
- Ability to work effectively with diverse populations.

**EDUCATION and/or EXPERIENCE:** Demonstrated understanding of municipal curb-side and drop off recycling and composting programs with experience in Municipal Solid Waste and recycling contracting and program management. Ability to collect and analyze records and data for municipal solid waste, recycling and related program information and to develop and convey conclusions about the effectiveness of program design and implementation. Experience in making presentations to municipal boards, departments and staff, government agencies, community groups and residents. Strong understanding of the Commonwealth of Massachusetts goals on solid waste management and recycling, and local and state regulations pertaining to them. Must possess strong written and verbal skills, have demonstrated experience with computers and computer software, possess a valid Massachusetts driver's license, and own a registered motor vehicle. A minimum of five (5) years' experience in the field of waste management, recycling or related municipal program management, or educational equivalent such as a degree in a related field. Bilingual a plus. Proficient in Microsoft Excel, Outlook and Word.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively in front of groups. Ability to work with a diverse population, maintaining professional and helpful attitude while educating stakeholders and helping them resolve issues.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in

standardized situations. Ability to develop and implement plan from concept to statement of scope, time line and resource budget. Ability to manage multiple activities at the same time, managing details and following through and completing tasks.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work environment involves some exposure to hazards or physical risks which require following basic safety precautions. Work may involve moderate exposure to unusual elements such as heat, cold, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

The City of Lowell is a smoke and drug free employer who requires a physical with drug screen and CORI, post offer.

**Job Title:** Sustainability Director  
**Department:** Department of Public Works  
**Reports to:**  
**Union:**  
**Salary:**  
**FSLA Status:**

## **SUMMARY**

The City of Lowell Sustainability Director will oversee all sustainability, energy, and resiliency efforts within the City of Lowell, either directly managing programs and projects, or in collaboration with other City departments. The Sustainability Director will work to enhance environmental justice and quality of life in Lowell by working to protect air, water, climate and land resources. The Director will work with other City departments to prepare Lowell for the effects of climate change, and work to achieve carbon neutrality.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Coordinates the development and implementation of Lowell's sustainability initiatives, including but not limited to the Green Communities Program and Municipal Vulnerability Preparedness Program.
- Oversees and implements programs, and policies to reduce energy use and greenhouse gas emissions and increase the use of clean, renewable energy sources and technologies in all City sectors.
- Ensures ongoing maintenance of new energy efficient and renewable systems within municipal buildings.
- Manages database of city facilities and works with other Departments to prioritize projects-based need, and impact to efforts to achieve carbon neutrality.
- Identifies, manages, and reports on funding (grants, etc.) or financing to support clean energy initiatives and works with state agencies or the city's CFO to secure funds.
- Procures contractors for energy efficiency and renewable energy projects and initiatives using project management principles.
- Communicates with state agencies and regional networks to stay current and informed on state-sponsored and other grant opportunities, public policy, and regulations.
- Research, write, prepare, design, and present reports, briefs, and other materials to relevant stakeholders, including municipal boards and staff.
- Conduct quantitative and qualitative analyses to help City evaluate and develop strategies to meet their climate and equity goals.
- Work in close collaboration with the Department of Planning and Development to ensure sustainability is central to all ongoing short and long-term planning efforts.

## **SUPERVISORY RESPONSIBILITIES**



Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Supervise professional and administrative staff. Current direct subordinate positions include the Energy Manager, Energy Coordinator, Energy Advocate, XXX, Working Foreman, HVAC Technicians but may change based on available resources and department needs. May also supervise consultants and contractors.

Responsibilities may also include interviewing, training, planning, assigning and directing work; appraising performance, disciplining employees; addressing complaints and resolving problems. Must be able to manage time well, balancing attention to detail and work with homeowners who have very specific concerns with the need to efficiently process a high volume of projects.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must have deep understanding of energy's impact on sustainability and society, energy regulations and policies, grant writing/administration, general municipal administration.

## **EDUCATION and/or EXPERIENCE**

Candidates for this position must have either a Master's degree plus a minimum of 5 years of relevant work experience OR a Bachelor's degree plus a minimum of 7 years of relevant work experience in urban/regional planning, policy, public administration, clean energy, environmental or climate science, or a related field.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Strong communication skills and ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Non-bilingual candidate must be able to work with translators as necessary.

## **REASONING ABILITY**

Ability to read, analyze and interpret general trade periodicals, professional journals, technical procedures and governmental regulations. Ability to write reports, business correspondence as well as effectively present information and respond to questions from groups, clients, customers and general public. Prepare all correspondence for their own use as well as proof and edit correspondence of employees.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be

made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. The City of Lowell is a smoke- and drug-free employer and requires a physical with drug screen and CORI, post offer.

**Qualified, interested applicants send resume, cover letter with 3 references to the Human Relations Office, Room 19 City Hall, Lowell, MA 01852 - EOE/AA/504 Employer**

CITY OF LOWELL  
JOB DESCRIPTION

SOCIAL WORKER  
ANTICIPATED VACANCY

Job Title: Social Worker-HHS  
Department: Health & Human Services  
Reports to: Director of Health & Human Services, Dept. Director of Finance, Director of Homelessness Initiatives, other designated personnel.  
Union: TBD  
Salary: \$62,288-\$67,120 ARPA Funding  
Hours: 35 hours per week at modified City Hall Schedule; some nights and weekends may be required

**SUMMARY**

The Social Worker/Health & Human Services employee should be a compassionate social worker or human services professional who will serve the community by assisting our residents that are affected by issues such as homelessness, domestic violence, mental health, substance use, hoarding issues, food insecurity, and other social service needs. While there is co-occurrence between these issues, this position has a strong focus on the social service needs. Cases will be handled by phone or in person. This individual will be responsible for assessing clients and gathering relevant information about their cases, providing crisis intervention, and contacting and making referrals to other agencies and services, and providing follow up. This position has a preventative and reactive role working to connect individuals and families to the appropriate levels of care for wellness and prevention.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

Identifies and establishes working relationships with representatives of community partners in order to identify who is most at risk; Coordinate and co-facilitate focus groups and one on one discussion with those most at risk to better understand their needs with regards to prevention, intervention, treatment, and assistance; Identifies and establishes contacts in the community to build and strengthen working relationships to further promote programs within the Department;

Disseminate information regarding available social services to those most at risk in the community;

Works in-person and over the phone with residents and their families to access available social services using confidential HER (Electronic Health Record). This inclusive of obtaining relevant information and maintaining accurate records of interactions with these residents as well as crisis intervention and case follow-up, as well as working with local hospitals to support the needs of individuals upon discharge;

Assists the Homelessness Initiative Director to identify and utilize community resources to promote awareness of available social services, community education, and relevant strategies;

Works with the HI Director, other Divisions or Departments, to develop community education and other relevant strategies; Work with the HHS Epidemiologist as necessary for creating reports, data points, etc. as needed; Works with the Community Health Coordinator on the development of appropriate educational materials which may include but not be limited to flyers, brochures, educational presentations, local radio spots, local cable TV shows, PSAs, Departmental website updating with information that will be used to provide educational materials to the community;

Work with the HI Director and other Divisions to identify and utilize community resources to promote awareness of homelessness, domestic violence, mental health, substance use, hoarding issues, food insecurity, and other social service needs, attends health fairs and other meetings/community events to promote the work of the Department and Division;

Assists in the development and presentation of regular written reports.

Participates in training and meetings; Attends the Greater Lowell Health Alliance Task Force meetings; Hunger & Homelessness meetings, Opioid Subcommittee meetings, or other meetings as appropriate or assigned; May work with the Police Department, Fire Department, Council on Aging and other city departments regarding these social services needs.

Other duties relevant to the position may be assigned; Other duties related to a public health emergency as declared by the City Manager, Governor/State of Massachusetts, or Federal Government may be assigned.

#### **SUPERVISORY RESPONSIBILITIES** None

#### **WORK SCHEDULE**

This position's work schedule of 35 hours per week will follow the modified City Hall Schedule. The successful candidate may be required to work occasional evenings or weekend hours. Time off during the week may be taken to compensate for evening/Saturday hours worked. The candidate must document and be able to support appropriate allocation of their time by submitting a weekly timesheet to the Director of Health & Human Services, Dept Director of Finance, Homelessness Initiative Director or other designated personnel.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to carry out each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Bilingual/bicultural candidates are encouraged to apply.

#### **EDUCATION and/or EXPERIENCE**

Bachelor's degree in social work or equivalent in social work, human services, health education, or related field; minimum of three (3) years related experience in social work or health care education; or equivalent combination of education and experience. Experience working with community groups; at-risk and diverse populations preferred. Demonstrated experience working in multi-cultural settings required. Prior experience in substance use prevention, intervention or treatment, homelessness initiatives, or at-risk populations required. Knowledge of community health care resources for guidance and resource preferred. DEI certification is a plus. Experience in Outlook, Microsoft Office suite, Electronic Health Records, and other relevant programming preferred.

#### **LANGUAGE SKILLS**

Bilingual capability (English/Spanish, English/Khmer) is a plus. Candidate must have the ability to read, analyze, and interpret governmental regulations, professional journals, and policy and procedures. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from regulatory agencies, municipal offices or officials, community agencies, and the general public. Ability to speak effectively and confidentially before groups of people, community agencies, and the general public. Ability to build relationships and strength working relationships.

#### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percentages, and interpret graph bars.

#### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to work closely with people. Cognitive ability to observe, analyze, and interpret data appropriate to program development responsibilities.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; and climb or balance. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is may exposed to outdoor weather conditions, moving mechanical parts, risk of electrical shocks or needle exposure. The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI post offer,

***Qualified individuals may send an application/resume with cover letter to the Human Relations Office.***

**EOE/AA/504 Employer**



The City of Lowell • Health Department  
107 Merrimack St 4<sup>th</sup> Floor • Lowell, MA 01852  
P: 978.674.4010 • F: 978.970.4011  
[www.LowellMA.gov](http://www.LowellMA.gov)

Lisa Golden, RN, MSN  
*Director of Health & Human Services*  
978.674.1050

TO: Thomas Golden, City Manager

FROM: Lisa Golden, HHS Director

DATE: May 23, 2023

RE: Social Worker

Please be advised that the position of Social Worker is a new position that upon City Council approval of creating the position will become a functional component of the City's Homelessness Initiative. The person who will eventually be in the position will be connecting individuals and families with the appropriate levels of care for wellness and prevention.

If you have any further questions, please let me know.

**City of Lowell**  
**Job Posting**  
**Please Post: \_\_\_\_\_**  
**Deadline: \_\_\_\_\_**  
**Parking Department**  
**Office Assistant**

**Job Title:** Office Assistant (DH08)

**Department:** Parking Department

**Reports To:** Parking Director; Parking Business Manager, & other designated personnel

**Union:** Ordinance/Non-Union

**Salary:** ~~\$23,544~~6(min) to ~~\$27,589~~1(max) per City Ordinance; 35hrs weekly (DOH08)

**SUMMARY**

Responsible for office coordination of various parking related functions including residential stickers, reserved dwelling signage, citation management utilizing PassPort, ASLAN and Metric Kiosk Management Systems, enforcement officer scheduling and daily interaction with customers. Work is performed under the supervision of the Business Manager

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- In conjunction with the Director, assigns and maintains parking enforcement routes.
- Compiles data on parking citations issued, paid, in appeal, and outstanding for improved collections and timely appeals.
- Works with Municipal Hearing Officer to facilitate the timely response to all appeals.
- Maintains a friendly positive presence at front desk when interacting with customers obtaining parking permits and resolving parking issues.
- Answers telephones and provides information to employees, customers, and contractors covering parking regulations within the city garages, lots and on-street spaces.
- Retrieves information and data from files and records; log and track citation related information in OPSMAN, Google Maps and ASLAN; compiles data and prepares reports as needed.
- Process multiple types of parking permit paperwork, for Residential Parking and Reserved Dwelling Signs, Visitor passes.
- Coordinate and track with Parking Technician that all meter poles and meter signs are in good condition and communicate to LPD Sign Department for repairs needed.
- Use ATLAS to remove RMV Holds as directed by Director.
- Process and enter requisitions for purchasing supplies and other various services.

- Process police tickets on a daily basis, entering information into OpsMan and following up with LPD on ticket issues.
- Coordinate special parking programs, such as the Restaurant Relief Program, site review of parking permits requested by Engineering. Incumbent will be responsible for tracking program applications and installation of required signage and upkeep of signage.
- Process and coordinate the installation and removal of meter bags used for special events and required parking situations.
- Process all incoming and outgoing Mail on a daily basis supporting office work rules.
- Word processing and/or typing as needed; filing, photo copying, and faxing documents as needed.
- Other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

May supervise Enforcement Officers and any part-time staff as needed.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. A deep understanding of the City of Lowell, its streets, neighborhoods and residents is very important. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **EDUCATION and/or EXPERIENCE**

Minimum 5 - 7 years of enforcement, office administration, or related experience desired. Associates degree or related preferred. Three years of full time enforcement experience may be substituted for Associates Degree. Experience with MUNIS financial ERP. Position requires proficiency in MS Word, Excel and Outlook. Excellent oral and writing skills needed. Ability to perform in a fast paced environment. Ability to handle sometimes irate customers is needed. A Knowledge of Lowell streets and neighborhoods is highly desirable.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.



## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen and CORI, post offer.

***Qualified individuals send resume and/or application to the Human Relations Office, Rm 19 ~ City Hall, Lowell, MA by 4:00 PM: Deadline ~ ~~February 16, 2016~~ Applicants may also fax application and/or resume to fax # 978-446-7102 or email to [cityjobs@lowellma.gov](mailto:cityjobs@lowellma.gov)***

5-23-23

To Austin Ball

RE: Administrative assistant position for Parking Dept.

The Parking Dept. is looking to add an Administrative assistant position to our staff. Right now these duties are being done by the Business Manager and an Enforcement officer, taking time away from both the Business manager duties and Enforcement on the street.

At this time this position is greatly needed as this person is the first stop and the face of the Parking Dept. This person will greet customers and assist with any number of tasks primarily the following:

Coordinate with Business Manager on Enforcement routes, assigning and maintaining. Issue credentials for on street parking as well as processing applications for the Reserved Dwelling signs and meter space rentals. All of these applications will be migrated to an online process and digital format. This position will need to process all applications and the data into reports as needed.

As well as all of the above they will be required to answer questions by mail, email and phone in regards to all parking related issues, including but not limited to parking tickets, how to make a payment and how to appeal. This will also include questions on the operations of the new kiosks.

As parking is growing and the requests for parking keeps increasing this position will grow as well.



Thomas A. Golden, Jr.  
*City Manager*

June 6<sup>th</sup>, 2023

Mayor Sokhary Chau  
And  
Members of the Lowell City Council

Dear Mayor Chau and Members of the Lowell City Council,

Enclosed with this letter please find an Ordinance to create new positions, the funding for which is included within the FY2024 budget plan. There are six new positions recommended for approval. Each of these positions is critical to achieving the goals and objectives set forth by the City Council. This letter is to briefly summarize the need for these positions.

The first position is for an additional 1<sup>st</sup> Assistant City Solicitor in the Law Department. This position is for an additional attorney to manage the operations aspect of the Law Department. The need for this position arose after speaking with the new City Solicitor and his plans for the department moving forward.

The second position is for an additional Deputy Police Chief. Public safety is one of the pillars of my administration and allowing for an additional deputy will only enhance the outstanding quality of work that our men and women in uniform do. Through numerous meetings with the new superintendent he had requested adding a third deputy to the force to which sufficient funding is in the FY24 budget.

The third position is the re-working of the Recycling Coordinator Position to add Safety Compliance. The Commissioner of Public Works has informed my administration that a safety compliance officer is needed in order to comply with OSHA regulations.

The fourth proposed position is also in DPW. The new position will be called the Sustainability Director. This person, will be in charge of leading this newly created team to the forefront of the city's green initiatives.

The Fifth positions will be for a Social Worker in Health and Human Services. The funding for this position will come from ARPA dollars. When we presented the council with our plan to spend our ARPA dollars one of the "buckets" of funding was going to expand the co-op team.

The last new purposed position in the FY24 budget is for an administration assistant in the Parking Department. The individual is needed to help alleviate the day to day office work that is currently being done with an enforcement officer. This new role will allow the parking enforcement officers the opportunity for better enforcement.

Despite the fiscal constraints of the budget in FY2024, each of these positions was determined to be mission critical. I have worked with my finance team to create a financing plan which



Thomas A. Golden, Jr.  
*City Manager*

minimizes the impact to the tax levy to the greatest extent possible. I am therefore recommending approval of these positions by the City Council.

Please let me know if there are any questions.

Sincerely,

Thomas A. Golden, Jr.  
City Manager

Cc: Conor Baldwin, Chief Financial Officer